

Department:  
**Admin**

# Environmental Objectives

- 1 Use Change Management System to notify sustainability coordinator of any changes that may impact the environment.
- 2 Conserve energy by turning off all computers at day's end. Turn lights off on admin half of white room each day.
- 3 Increase carpooling with coworkers. Average at least one carpool/person/week.
- 4 Separate waste streams for recycling and proper disposal.
- 5 Whenever possible, print documents to PDF, not to paper (to reduce copy count on our room's printer).



Department:

**Autoclave**

# Environmental Objectives

- 1 Use Change Management System to notify sustainability coordinator of any changes that may impact the environment.
- 2 Reduce blem rate to below 2%.
- 3 Reduce rerun rate to below 2%.
- 4 **Eliminate waste to landfill:**
  - Separate waste streams for recycling and proper disposal.
  - Keep the Waste Stream Management board up-to-date.
- 5 Encourage carpooling, using public transit, biking to work, etc.
- 6 Ensure lights and equipment are shut down for weekends and holidays.



Department:

**Customer Service/PM Group**

# Environmental Objectives

- 1 **Use Change Management System to notify sustainability coordinator of any changes that may impact the environment.**
- 2 **Reduce Energy Use**
  - Turn off computers and lights each night and on weekends.
  - Lower the temperature on the thermostat in the winter and raise it in the summer.
- 3 **Eliminate Waste to Landfill**
  - Separate waste streams for recycling and proper disposal.
  - Make sure team members are aware of and are recycling all items that can be recycled.
- 4 **When developing or improving processes incorporate ways to consume less paper.**
- 5 **Work to improve quality in an effort to reduce waste caused by remakes.**



Department:

**Fabrication**

# Environmental Objectives

- 1 **Use Change Management System to notify sustainability coordinator of any changes that may impact the environment.**
- 2 **Separate waste streams for recycling and proper disposal.**
- 3 **Reduce energy use by 10%**
  - Ensure lights, compressor and machinery are turned off when not in use, at end of shift, and end of work week.
- 4 **Waste Reduction**
  - Reduce internal remake (non-conforming material) percentage
  - Reduce external remake percentage.
- 5 **Commuting**
  - Encourage carpooling, using public transit, biking to work, etc.



Department:  
**Facilities**

# Environmental Objectives

- 1 Use Change Management System to notify sustainability coordinator of any changes that may impact the environment.
- 2 Separate waste streams for recycling and proper disposal.
- 3 Investigate and implement waste processing technologies.
- 4 Reduce energy use in the factory by turning off lights and equipment at the end of every swing shift and on the weekends.
- 5 Encourage carpooling, using public transit, biking to work, etc.



Department:

**Saw, Shipping, Fulfillment**

# Environmental Objectives

- 1 Use Change Management System to notify sustainability coordinator of any changes that may impact the environment.
- 2 Maintain cleanliness of bag house and surrounding area
  - Eliminate particle drift from wind
  - Eliminate particle run-off from precipitation
  - Monitor vacuum pressure (manometer) and surrounding area daily
- 3 Separate waste streams for recycling and proper disposal.
- 4 Maximize reuse of non-conforming product (blemished/damaged)
- 5 Turn off all saw machines, lights and computers at shift end and weekends.
- 6 Encourage carpooling, using public transit, biking to work, etc.



Department:  
**Glass**

# Environmental Objectives

- 1 Use Change Management System to notify sustainability coordinator of any changes that may impact the environment.
- 2 Reduce external remake rate to below 2%.
- 3 Separate waste streams for recycling and proper disposal.
- 4 Encourage carpooling, using public transit, biking to work, etc.
- 5 Ensure lights and equipment are shut down for weekends and holidays.



Department:

**IT**

# Environmental Objectives

- 1 Use Change Management System to notify sustainability coordinator of any changes that may impact the environment.
- 2 Separate waste streams for recycling and proper disposal.
- 3 Continue to use virtualization to combine servers to reduce the energy impact of the network.
- 4 Encourage responsible use of natural resources (carpooling, turning lights off, shutting down unused equipment etc.).
- 5 Encourage and train employees to limit printing either by using double-sided printing or using software to print to PDF.
- 6 Continue Green Computing practices by purchasing computer equipment that conforms to EPEAT standards when possible.



Department:

**Marketing**

# Environmental Objectives

- 1**      **Use Change Management System to notify sustainability coordinator of any changes that may impact the environment.**
- 2**      **Separate waste streams for recycling and proper disposal.**
- 3**      **Print wisely**
  - Be thoughtful about the need for printed collateral
  - Design printed collateral to minimize paper use
  - Accurately forecast inventory needs and revisions to eliminate overages and obsolete materials
- 4**      **Be thoughtful about the need for printed collateral**
  - Design printed collateral to minimize paper use
  - Accurately forecast inventory needs and revisions to eliminate overages and obsolete materials
- 5**      **Enhance packaging**
  - Design packaging to address waste reduction, recyclability, recycled content and longevity
- 6**      **Source environmentally-responsible raw materials**
  - Use FSC-certified sources for a minimum of 25% of wood veneers for Varia Ecoresin
- 7**      **Reduce energy use and carbon emissions**
  - Be thoughtful about the need for travel – consider teleconferencing and web-based meetings as an alternative
  - Shutdown computers, lights, and printer during off hours
  - Encourage carpooling, using public transit, biking to work, etc.



Department:

**Material Handling**

# Environmental Objectives

- 1 Use Change Management System to notify sustainability coordinator of any changes that may impact the environment.
- 2 Decrease waste by cutting material to exact size needed in lay-up.
- 3 Reduce energy by turning all electrical items off when not needed.
- 4 Reduce emissions from forklifts by turning off whenever possible.
- 5 Separate waste for proper disposal, including recycling and waste-to-energy.



Department:

**Mold Shop**

# Environmental Objectives

- 1 Use Change Management System to notify sustainability coordinator of any changes that may impact the environment.
- 2 Reduce amount of material used in each mold.
- 3 Turn off all electrical devices during off-hours.
- 4 Maintain a tight control of hazardous waste.
- 5 Separate waste streams for recycling and proper disposal.
- 6 Encourage carpooling, use of public transit, biking to work, etc.



Department:

**Product Technology**

# Environmental Objectives

- 1 Use Change Management System to notify sustainability coordinator of any changes that may impact the environment.
- 2 Reduce amount of resin (PETG, Acrylic) sent to waste-to-energy by 200 tons.
- 3 Reduce film waste due to precision cutting in material handling by 4,000 lbs.
- 4 Remove soft coat (LDPE) from autoclave process.
- 5 Increase design options for 100 Percent product line.



Department:

**Sampling**

# Environmental Objectives

- 1 Use Change Management System to notify sustainability coordinator of any changes that may impact the environment.
- 2 Separate waste streams for recycling and proper disposal.
- 3 **Maintain cleanliness of assigned parking area.**
  - Monitor parking area and pick up debris as needed
- 4 **Particulate emissions**
  - Monitor vacuum pressure (manometer) on dust collectors
  - Change or clean filters regularly
- 5 Turn off all equipment, lights, and electronics at shift-end and weekends.
- 6 Encourage carpooling, use of public transit, biking to work, etc.



Department:

**Supply Chain**

# Environmental Objectives

- 1 Use Change Management System to notify sustainability coordinator of any changes that may impact the environment.
- 2 Develop alternatives to replace all formaldehyde-containing backer paper.
- 3 Introduce recycled content into aluminum extrusions.
- 4 Introduce reusable packaging with high-volume local vendors of glass and aluminum extrusions.
- 5 Eliminate all inbound packaging containing non-recyclable materials.
- 6 Separate waste streams for recycling and proper disposal.



Department:  
**Varia**

# Environmental Objectives

- 1 Use Change Management System to notify sustainability coordinator of any changes that may impact the environment.
- 2 Reduce blem percentage to maintain a blem rate below 1.4%.
- 3 Reduce rerun percentage to maintain a rerun rate below 6.2%.
- 4 **Eliminate waste to the landfill.**
  - Separate waste streams for recycling and proper disposal.
  - Keep the Waste Stream Management board up-to-date.
- 5 Reduce paper use to maintain a level of less than \$19.00 per sheet.
- 6 **Increase the amount of recycled content in products.**
  - Manage a consistent inventory of Remix product.
- 7 Reduce energy usage by turning off presses, lights, and computers during off-hours.



Department:

**OEM PM**

# Environmental Objectives

- 1 Use Change Management System to notify sustainability coordinator of any changes that may impact the environment.
- 2 Have only one remake or fewer per project manager per year.
- 3 Reduce paper usage by using the paperless invoice system, as well as printing only when absolutely necessary.
- 4 Increase recycling and minimize waste.



Department:

## Hardware & Lighting

# Environmental Objectives

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### 1 Reduce Energy Use

- Turn off computers and lights each night and on weekends.
- Avoid over-consuming energy when testing lighting solutions
- Lower the temperature on the thermostat in the winter and raise it in the summer.

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### 2 Develop wisely

- Be thoughtful about prototyping and development-associated waste

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### 3 Eliminate Waste to Landfill

- Separate waste streams for recycling and proper disposal.
- Make sure team members are aware of and are recycling all items that can be recycled.

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### 4 Reduce carbon emissions

- Be thoughtful about the need for travel – consider teleconferencing and web-based meetings as an alternative
- Encourage carpooling, using public transit, biking to work, etc.



Department:  
**Studio**

# Environmental Objectives

- 1 Use Change Management System to notify sustainability coordinator of any changes that may impact the environment.
- 2 When developing or improving processes incorporate ways to consume fewer resources.
- 3 **Eliminate Waste to Landfill**
  - Separate waste streams for recycling and proper disposal.
- 4 Reduce energy use by turning off lights and equipment at the end of the day and on weekends.
- 5 **Reduce carbon emissions**
  - Be thoughtful about the need for travel – consider teleconferencing and web-based meetings as an alternative
  - Encourage carpooling, using public transit, biking to work, etc.

